

St. Gregory Preschool Parent Handbook 2017-18

St. Gregory Barbarigo School
Preschool.....582-3684
School Office.....582-2462
Susan Martin- Principal
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Mission Statement of St. Gregory School

The mission of St. Gregory School is to advance the educational ministry of the Catholic Church through Christian faith formation, service to the community and world, and a strong tradition of academic excellence provided in a safe and cohesive educational environment.

Accreditation

St. Gregory Preschool is accredited by NAEYC (National Association for the Education of the Young Child). In addition, St. Gregory School is recognized by the Missouri Non-Public School Accrediting Association and AdvancEd.

Statement of Non-Discrimination

St. Gregory admits students of any sex, race, color, national and/or ethnic origin to all the rights, privileges and programs and activities accorded to the students of the school.

Our preschool recognizes the special needs of students with disabilities. While St. Gregory may not be equipped to provide for those needs in all cases, we collaborate with the Maryville Public School System to accommodate as much as possible.

Child enrollment and termination policies protect children's rights as outlined in the American's with Disabilities Act. *Please refer to our St. Gregory School Parent Handbook for more information.*

History of Our Program

St. Gregory Preschool, established in 1995, is supported by St. Gregory Catholic Community. The preschool is part of the Kindergarten through eighth grade at St. Gregory School.

Philosophy

The philosophy of our preschool program is to enhance each child's self-concept and social development. In addition, we want to provide an environment that is rich with learning and academic success while encouraging each child to become enthusiastic and lifelong learners.

Goals

We believe it is our purpose to provide the best education to every preschool child at St. Gregory's. We are dedicated to the whole child; emotional, social, physical and academic.

- To encourage independence and self-help skills.
- To encourage curiosity within each child.
- To provide an atmosphere which models and requires respect for everyone.
- To recognize individual as well as group needs.
- To provide an accepting environment for all children.
- To promote intellectual growth.

Curriculum

Our objective is to help each child become independent, inquisitive, self-confident learners. Our curriculum enhances that goal by encouraging each child to be active, creative, adventurous, investigative and confident. Therefore, our curriculum is also age and developmentally appropriate.

A copy of this year's curriculum will be sent home.

Conferences & Developmental Assessments

Conferences will be held twice each year. A conference will be held in the fall to discuss your child's adjustment to preschool, progress and to set goals for your child for the year. In the spring, a conference will be held to review the goals set and to discuss the next school year.

Assessments are done in a developmentally appropriate style. Each child's development is unique and we recognize and embrace that. We use a developmental continuum to show your child's growth throughout the year. We incorporate goal setting and portfolios in addition to each child's continuum.

Enrollment Procedure

In the spring, an enrollment night will take place. **All children must be enrolled as an August start date, prior to the beginning of the school year, unless a vacancy exists.**

During enrollment, you will be asked to provide immunization records, family information, emergency contact information and various other documents. These documents must be returned before your child may begin school.

There is a \$50.00 non-refundable enrollment fee.

Multiage Classrooms

Both of our preschool classrooms are in a multiage setting. That means that children begin and end their preschool year(s) in one classroom. Children who are ages 3, 4 and 5 years of age learn together and from each other.

Classroom Information

At the beginning of each month, a preview of skills, concepts and important information will be sent home from the office.

Each week a newsletter will be sent home from your child's teacher highlighting events that happened in the classroom that week.

Daily notes are available for those parents who request them. Please notify your child's teacher if you would like a daily note sent home regarding rest and lunch information.

This will assist each of us involved in keeping the connection between home and school a positive one for you and your child.

Schedule

Our schedule allows ample time for each child to explore and investigate the world around him or her while also incorporating specific curriculum needs. We have an open door policy and look forward to seeing you in the classroom this year. A schedule is provided at the back of this handbook.

Transition to School

We understand your feelings of apprehension in a new situation. Please feel free to stay to ease your child into the routine of the morning or call us during the day to check on the child. The teachers will be glad to help with the separation; however you need to let us know what you feel comfortable with. Transition times vary with different children. If after about two weeks the child is still having trouble separating, we will again look at what is best for the child. This sometimes could mean a quick separation and departure.

Field Trips

Although we do not generally travel during the day in vehicles, we do take walking field trips around St. Gregory's property on a regular basis. If a trip is planned off campus, parent drivers will be requested and permission slips will be sent home.

Christ Skills

Christ Skills will also be taught in preschool this year with one specific skill being highlighted each month. Christ Skills are moral development skills taught by the teachers of St. Gregory as directed by the Diocese. These skills help children learn how to get along with others while developing a strong moral foundation.

A list of those skills has been provided in this handbook.

Learning Centers

Each center in our preschool program has developmental expectations and promotes learning and growth. Centers are used at specific times and also throughout the day to enhance a certain learning experience. Center time is an important part of development and is planned carefully.

When you visit your child's classroom, you will see a room full of children playing. Like most parents, you probably wonder what your child is learning. To help answer your questions, there is a chart listed at the end of this handbook.

Handwriting

Each child will have the opportunity to develop writing skills this year. We use the Handwriting without Tears alphabet. We have provided a copy of the Handwriting without Tears alphabet for you to practice with your child if you choose.

Rest Time

Children must rest quietly for at least thirty minutes each day. Each child will be provided with a cot, books to rest with and a quiet, soothing environment. Two towels or two small blankets may be brought from home and kept at school during the week. Your child will be provided with a small pillow. Please label your child's rest items.

Each Friday, the towels or blankets and pillow will be sent home to be washed and then expected to be returned on Monday. This helps cut down on the spread of germs in our preschool.

Our rest time is designed to give each child the chance to have "down time" which is necessary for brain development. If a child is awake after thirty minutes of rest time, he or she will be able to do quiet activities as directed by the teacher.

Potty-Training

Each child must be potty-trained by the time he or she comes to St. Gregory. Our preschool is designed to accommodate children who are already potty trained.

We encourage children to be self-sufficient in the restroom. This helps build independence in your child. We realize that accidents occur and understand that each child develops in a unique way. An occasional accident is no need for concern.

If a child continues to have accidents on a regular basis, we may need to arrange a conference with the parents, teachers and principal. Please send an extra set of clothes in a zip lock bag with your child's name. Please replace if they are used.

Dress Code

In preschool, we get involved in the world around us! We explore and can get messy! We wear paint shirts and are usually protected from what we are exploring, but sometimes we get dirty. Please send your child in clothes that are appropriate with the season and also go along with the school dress code, which is outlined in the St. Gregory School Parent Handbook.

Shorts are permitted until the weather gets cooler. A notification will be sent home when shorts are no longer appropriate.

As the weather gets cooler, please send a jacket or heavy coat with your child each day and be sure he or she is dressed warmly.

We play outside everyday if the weather permits. Our playground has small rocks, which at times may hold moisture and dirt. Please remember this when dressing your child for the day.

Sandals are difficult to play in and can be bothersome with the small rocks. Please send your child in tennis shoes. ***Flip flops are not allowed to be worn at St. Gregory Preschool.*** This is to insure your child's safety.

In the winter, the children will spend some time outside every day if the weather permits. You may send snow boots, snow pants and outdoor wear for your child. Once again, please label all of your child's belongings. Your child will be able to get in the snow if he or she has the items listed above. Please put your child's name on all of his/her belongings (backpacks, jacket, coats, gloves, etc.)

Discipline

We nurture a positive environment that is both developmentally appropriate and educational for every child. We believe that it is our responsibility to develop in each child a love for himself and a love for others.

We use the Christ Skills as mentioned earlier when visiting with or redirecting a child. We have a “talk it over” area that encourages children to work out problems independently and in his or her own words.

Teacher will:

1. Observe and analyze situation
2. Talk with child(ren)
3. Removal from the situation
4. Speak with the Principal
5. Conference with parents

We remind, encourage and respect each child while working with them on an individual basis. Physical, verbal or emotional punishments are never tolerated.

We have expectations for each child in our classroom and work to keep the environment one of enthusiasm and learning.

Our preschool follows all policies given by the Kansas City / St. Joseph Diocese as outlined in our St. Gregory School Parent handbook.

The withholding of food as a form of punishment is not allowed at St. Gregory Preschool. If you have any questions throughout the school year, please talk to your child’s teacher. If there is need for a conference, you will be contacted by the teachers or principal.

Termination

After the discipline process as listed above has been expended, St. Gregory Preschool follows the procedures for expulsion of a student from a school or center as outlined by the Diocese and listed in the St. Gregory School Parent Handbook. One of the following criteria must be met:

1. Other avenues of remediation of the unacceptable behavior have been exhausted.
2. The moral and or physical well being of the student and/or school community is at risk.
3. The student in question exhibits prolonged and open disregard for school policy, personnel, fellow students and/or property.

Final determination of expulsion rests with the Principal.

Grievance Procedure

In ordinary circumstances, the subject of the grievance should first meet, in person, with the aggrieved person or group. If this meeting fails to resolve the conflict, the next higher level of authority (i.e., teacher, Principal or Director, Pastor/Pastoral Administrator) should meet personally with the aggrieved person or group. If the local process fails to achieve agreement or satisfaction, the grievance should be referred to the Diocesan Superintendent of Schools or the appropriate Associate Superintendent of Schools.

Arrival and Departure

Upon arrival, please assist your child in putting all of their belongings (backpack, hat, coat, gloves) in the bag on the hook with their name. Due to the close proximity of our coat hooks, the use of the bag helps to keep track of each child's belongings and this also prevents the spread of head lice should we have an outbreak. Preschooler backpacks should not have rollers on them. Parents please give any important items (lunch money, medicine, papers) from the backpack directly to the teacher. Preschool teachers do not go through backpacks. If it is your preschoolers first day back after the weekend, please guide them in putting their clean towels and pillow on the cot with their name. Since we value the relationship we have with our parents as well as our students, please bring your child into the room each morning and be sure the teacher sees you and your child before you depart.

When you pick up your child, please be sure a teacher sees you and your child leave.

If another person will be picking up your child, please notify us in advance. We will release a child to an adult if they are authorized on the consent form, which is filled out during registration and is handled through the school office. If someone will be picking up the child who is not listed on the consent form, please notify us in writing prior to that date.

The sign in and out book is located in the hallway. It is very important for the safety of our program that each child is signed in and out everyday. Be sure to check your preschooler's cubby each night and take the items home.

Our preschool day begins at 8am. Please make every effort to have our child at school by that time. We must send in our lunch count by 8:15am and often many of our school assemblies begin at that time.

In the morning, our outside doors will be locked at 8:15. There is a doorbell located on the pillar that can be used to notify the teachers of your arrival. The doors will remain locked during the day and then be unlocked at 2:30.

Operating Procedures

Our facility is open from 6:15a.m. – 5:30p.m. Monday-Friday. Our regular preschool day begins at 7:30a.m., and ends at 2:40p.m. If a child is at our facility before 7:30a.m., or after 2:40p.m, a School Age Childcare (SACC) fee will be charged. The amount of tuition charged is based on our regular preschool day. SACC fees are assessed at the end of each month and statements are sent out from SMART Tuition.

St. Gregory Preschool follows the schedule of St. Gregory School. All holidays, in-service and inclement weather days when the school is not in session, the preschool will also be closed. There will be a couple of days when the preschool is not in and K-8 will be in session due to additional in-service days for the preschool teachers.

School Age Child Care (SACC)

SACC is the School Age Child Care program before and after school. It is available from 6:15a.m. to 7:30a.m. and 2:40p.m. to 5:30p.m. A \$20.00

registration fee is required per family before attending. The daily cost is \$2.60 per hour per student. For days St. Gregory is not in session due to professional development, we do not offer care.

Fees & Payments

Fees are charged monthly and statements are mailed out from SMART Tuition. SMART Tuition is the tuition management company St. Gregory utilizes for billing and payment. A fee schedule is located at the back of this handbook to assist you. Payments can be mailed to SMART Tuition or dropped off in the school office. **All fee and payment policies are followed as listed in the St. Gregory School Parent Handbook.**

Refunds

If necessary, all fees will be prorated based on the number of days a child is present and the amount of fees paid. A refund will be given if appropriate.

Vacation, Attendance & Absence Policy

If your child is going to be absent for any reason, please contact your child's teacher. Since our tuition is based on a ten-month period, we do not offer a reduction in tuition for days absent.

Snacks

A nutritious snack and milk/juice will be provided in the morning, which is included in the preschool tuition. We try to incorporate our theme, color or shape into our snack to reinforce our curriculum.

Your child will have opportunities throughout the school year to be involved with making snack for that day.

Healthy Breakfast for Brain Development

Eating a healthy breakfast each day is an essential requirement for optimum brain development and learning for children, especially preschoolers. Please allow enough time in the morning for your child to get a healthy start to their day by eating breakfast.

Due to health and sanitation issues, do not send breakfast with your child to eat in the preschool classroom after class begins at 7:30am. If your child needs to eat breakfast, the parents will need to sit with their child in the Leitner room while they finish eating.

Thank you for abiding by this policy to insure the health and preserve a sanitary classroom environment for the well being of all of our children.

Lunch

Our preschoolers eat lunch in the lunchroom everyday. Our lunchroom offers a hot lunch program at an additional cost. Lunch tickets can be purchased in the school office and will be kept in the classroom with the teacher. Lunch for preschoolers is \$2.30 per day. Tickets can be purchased in 10 and 20-day increments. A notification will be sent home in your child's take home cubby when the lunch ticket is about to expire.

A cold lunch may be brought from home. A cold pack must be provided since lunches are not refrigerated. We encourage children to eat healthy and pack healthy lunches. Lunchables may not be sent for lunch. Candy should not be sent in cold lunches for preschool. A list is provided at the back of this handbook to assist you.

Guests are welcome to join us for lunch. Adult lunches are \$4.80. Please let your child's teacher know if you will be eating hot lunch in the morning. **We ask that you do not bring in any fast foods or soda pop.**

Birthdays

Birthdays are a very special time in a child's life and we enjoy celebrating with each child. If you choose to bring a snack to share on that day, please make arrangements with your child's teacher.

St. Gregory School birthday policy states that no goodie or treat bags may be brought to school and given to each child or placed in their cubbies. Birthday invitations may not be given out at school. **Due to health and safety standards, all treats must be prepackaged or store bought.**

Visitors & Volunteers

All visitors and volunteers are expected to sign in and wear a name badge while in our building. Please sign in at the school office.

Open Door Policy

St. Gregory Preschool welcomes visitors and volunteers. We welcome guests in the classroom with or without notification to the teachers. You are also welcome to join your child for lunch. Please notify us if you will be eating lunch with us so we can include you in our lunch count.

Feel free to drop in whenever you can!

Your Child's Health

We value your child's health and believe the best place for a child to be who is ill is at home.

If your child becomes ill during school or at SACC, we will make them as comfortable as possible until he or she is picked up. If a child has a fever of 100 or above, our state guidelines require the child be sent home and the child may return when he or she has been **fever free for 24 hours**. This helps reduce the spread of germs that may lead to illness. **If a child vomits or has diarrhea they must also be symptom free for 24 hours before returning to preschool.**

Medication Authorization

Non-prescription medication may not be dispensed by the school or center without written authorization of a student's physician and parent/guardian. This permission may be per event or annually.

Prescription medication may only be dispensed if:

1. It is not the first dose.
2. The medication is in the original prescription container.
3. Written authorization from the parent or guardian is on file.

All medication is stored out of the reach of children and in a locked container. Refrigeration is available for medications that require it. To ensure adequate supervision and the safety of all children, nebulizer treatments will not be given at school unless the school nurse is available to administer the treatment. Parents will need to make arrangements to provide these types of treatments during the school day.

Communicable Disease Policy

When a child has been exposed to a communicable disease, parents are asked to report this to the child's teacher. If a child contracts a communicable disease, parents must keep the child home for the appropriate exclusion period and must report the disease to the program.

Safety/Accidents

Children's safety is a great concern for our preschool. The policies in this handbook are designed to keep your child safe and maintain a secure environment for all children at St. Gregory's Preschool.

Should a student suffer a minor injury or illness while at St. Gregory, first aid is given. In the event of a more serious illness or injury, the Principal or his/her delegate shall use the emergency file to notify the parent or guardian, as listed in the Emergency Student File, for specific instructions on how to proceed in the treatment of the illness or injury.

Emergency School Closings

In the event of an emergency or inclement weather, closing of the school will most often follow Maryville R-II District. Announcements will be made on the radio and television stations of Maryville, St. Joseph, and Shenandoah between 5:30-7:00a.m.

Emergency Plan

Our school practices regular fire, tornado and lock-down drills as administered by our school office. In the event of an actual emergency, the emergency plan as listed above would be used.

Child Abuse/Neglect

Schools are required by Missouri law to report any actual and/or suspected instances of child abuse or neglect to the Division of Family Services, **as stated in the Diocesan Administrative Manual.**

Policy Changes

The principal, pastor and school board retain the right to amend any policies for just cause and parents/guardians will be given prompt notification of changes that are made.

Parent Teacher Organization

The St. Gregory Barbarigo PTO is made up of the parents of students of the school and the faculty and staff. Its purpose is two-fold. As a moneymaking organization, the PTO sponsors projects throughout the year to help provide equipment, supplies, library books, study trips, and other enrichment activities within the school. The second purpose of the PTO is to provide a liaison between the faculty and parents of the school in order to develop and strengthen the communication between school and the home. All parents are encouraged to attend the general meetings and to participate as volunteers. PTO officers are elected each April. Executive meetings are held on a monthly basis.

School Advisory

St. Gregory School Advisory is a consultative body to the pastor of the parish and the principal of the school. The Council advises the pastor and principal on matters such as: planning, policy formulation, finances (including the development, approval and monitoring of a budget), development (including public relations and marketing), and annual evaluation of school goals and plans. The School Advisory consists of six to nine elected lay members. The pastor and principal are non-voting members. Meetings are held monthly and new members are elected to the board in the spring of each school year.

Teachers

Your child's teachers are dedicated to St. Gregory and have over 25 years of combined teaching experience with young children. We are proud of our teachers and our program and feel we have the very best to offer children. We welcome parents and any special people in your child's life to be involved in our program this year.

We hope this handbook can help guide you through this preschool year. Be sure and direct any questions to your child's teacher or to the principal. We truly believe we are blessed to have the opportunity to nurture, love and teach every child.

As stated earlier, we have an open door policy at St. Gregory. Please join your child for lunch, recess or come and spend some time in his or her classroom. We welcome you and your child to our preschool family!

May God bless each of us this school year!

Preschool Number..... 582-3684
St. Gregory's School.....582-2462
Susan Martin.....582-3419
Website.....www.stgregorysschool.org

The preschool teachers can be reached by calling 582-2462 or you can e-mail the teachers directly.

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